

**KALAMAZOO PUBLIC LIBRARY
VACANCY ANNOUNCEMENT**

January 4, 2016

Law Library Intern
Law Library/Adult Services

Duties and Responsibilities

1. Assists patrons at Law Library public service desk: helps locate materials, answer questions and instruct patrons in use of all Law Library resources.
2. Processes and shelves new materials for Law Library collection.
3. Monitors use of Law Library collection through daily statistics.
4. Assists in collection and development of ready reference, brochures and search fact materials.
5. Attends staff meetings and in-service days as required.
6. Performs other duties as assigned.

Minimum Qualifications

- **Currently enrolled in a college program in law, library science or related field.**
- Proficiency in a Microsoft Windows environment.
- Demonstration of excellent customer service skills.
- Ability to communicate clearly and professionally to library staff and diverse patron population.
- Evidence of excellent attendance, punctuality and dependability.

Desirable Qualifications

- Experience with library processes and procedures.
- Previous experience in law or government setting.
- Paralegal training/certificate.

Salary

\$9.85 - \$12.85 hour

Schedule

12 hours per week, including evenings and Saturdays.

Available

Immediately

A current application, resume and cover letter are required and should be sent to the attention of Terry New, Human Resources Manager. Employment applications are available in the Administrative Office at the Central library or on our website at www.kpl.gov/jobs.

Applications will be accepted until the position is filled